

Course Code	Course Title	C	H	I	E	T
<b>17P3NNM1</b>	<b>ENGLISH FOR FORMAL WRITING</b>	4	4	25	75	100

**Unit I** **12hrs**

1. Difference between oral communication and written communication. Values and Guiding Principles. Difference between formal and Informal Correspondence.

**Unit II** **12hrs**

1. Different types of writing: Narrative Argumentative and Analytical.

**Unit III** **12hrs**

1. Formal Correspondence: Description of situation contexts. Styles of formal correspondence. Formalities.

**Unit IV** **12hrs**

1. Project Writing: Nature of project writing. Form and content. Writing project proposal. Formalities
2. Essay writing: Nature of project writing. Form and Content. Writing project proposal. Formalities. Documentation.

**Unit V** **12hrs**

1. Drafting of official communication: Circular, Memo, Minutes, Report, Summary, etc., (domestic), Letters, Agreements, Contracts, etc., (outside organization)

**Reference Books:**

Baugh. How to Write First-class Letters.

Amin. Fravertly, et al. Grammar Builder